



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**Community Development Division Director  
(General Administration Manager III)**

**POSITION #00234**

**LOCATION:**

**501 N. 2ND STREET  
RICHMOND, VA 23219**

**SALARY RANGE:**

**NEGOTIABLE**

**DUTIES AND RESPONSIBILITIES:**

The Department of Housing and Community Development is seeking a dynamic and experienced leader to provide strategic management, leadership, policy development, program, and staff oversight for the Division of Community Development. Responsibilities include advising the Director on community development program and policy issues; working with executive and legislative staff and policy makers to further the agency's mission and to meet state and federal mandates; ensuring that Division programs and services achieve targeted outcomes; directing functions within the Division to ensure compliance of programs with the Code of Virginia and federal and state policies and regulations; ensuring that resources are efficiently managed; State and Departmental policies are being followed; and that Division activities are being implemented in a timely manner.

**QUALIFICATIONS GUIDE:**

Demonstrated strategic management skills. Considerable knowledge and skills in program and policy development, human resource management and overall financial and budget management. Considerable knowledge of community development, community revitalization, community economic development and/or low and moderate housing development. Working knowledge of state and federal programs designed to provide community development, community economic development and low and moderate housing development assistance. Ability to research and analyze complex community development issues and to develop and implement innovative policies and programs. Considerable knowledge of the legislative process. Considerable experience managing diverse and complex programs and budgets. Knowledge of state budget requirements preferred. Demonstrated ability to design and conduct public information sessions, training workshops, and conferences as well as make technical and complex presentations. Demonstrated ability and skill to negotiate sensitive issues, resolve problems and effectively communicate both orally and in writing with all levels of government officials, client groups, and the public. Strong interpersonal skills. Experience working in a strong team environment. Considerable knowledge and ability in planning and directing the work of a diverse professional staff. Advanced degree preferred and/or equivalent combination of training and experience. Completion of Statement of Economic Interest form will be required upon employment.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 29, 2006.***

***For additional information the Department of Housing and Community Development, Human Resource Office, at (804) 371-7000 or by email at [hroffice@dhcd.virginia.gov](mailto:hroffice@dhcd.virginia.gov)***

**An Equal Opportunity Employer**